

PURCHASE ORDER

PO Number: 303-1-8067

Requisition Number: 303-1-02457

Order Date: 8/4/2021

Released

**DUE TO COVID-19 AND TFC'S COMMITMENT TO TIMELY PAYMENT,
PLEASE SUBMIT INVOICE ELECTRONICALLY TO:**

accounts payable@tfc.state.tx.us

IF INVOICE IS MAILED, DELAYS MAY OCCUR.

TEXAS FACILITIES COMMISSION

FISCAL MANAGEMENT / ACCOUNTS PAYABLE

P.O. BOX 13047 Austin, Texas 78711-3047

Delivery Location

Stephen F. Austin Building

1700 N. Congress Ave.

Attn: Herman Ayala

Austin, TX 78701

Show numbers on all papers and packages

Referenced Source or Vendor

18142722802

Zair's Building Maintenance

820 Monarch Ave.

Cedar Park, TX 78613

Zair Romero

Phone:512-828-9305, Fax:

zbmaintenace@gmail.com

CONFIRMATION ORDER - SERVICES HAVE BEEN COMPLETED

Water leak at Stephen F. Austin Building on 11th Floor causing wet walls and carpet and creating musty odor.

Price Per Attached Quote Dated 07/23/2021.

Description TFC Contact:
Herman Ayala
512-569-9885

Work Inspection:

Services performed under this agreement are not considered complete for purposes of payment until TFC, or its authorized designee, inspects and accepts the work performed by the vendor.

Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
CONFIRMATION ORDER - SERVICES HAVE BEEN COMPLETED	1	Job	\$3,370.00	7/23/2021	8/31/2021	\$3,370.00
Extract water and clean carpet surrounding elevators and hallways on the 11th floor - Commissioner's office.						

Labor: \$3,120.00 (2 employees (8 hrs./emp.) for 3 days at \$65/hr.)

Supplies: \$100.00 (chemicals)

Machines: \$150.00

Total: \$3,370.00

Provide all labor, tools, materials and equipment necessary to extract water and clean carpet as per attached quote dated 07/23/2021.

NIGP Class: 910

NIGP Item: 09

Object Class: 266

Reimbursement Type: Not Reimbursable

Notes: EME PO 303-1-8067

Grand Total \$3,370.00

Questions or concerns regarding this transaction or service should be directed to: Texas Facilities Commission Procurement Division, Phone: (512)463-0209 or FAX: (512)236-6164 (The mailing address for the Texas Facilities Commission is at the top of this purchase order.)

Agency	TFC
Fiscal Year	2021
Division	Facilities Management and Operations
Program	Property Management
Phone	5125699885
Org Code	0442 - Facility Maintenance
Type of Purchase/PCC Code	'E' Purchases of commodities/services when the total amount is between \$0.00 - \$5,000.00
Work Order Number	772821

ALL TERMS AND CONDITIONS SET FORTH IN OUR BID INVITATION BECOME A PART OF THIS ORDER. VENDOR GUARANTEES MERCHANDISE WILL MEET OR EXCEED SPECIFICATIONS IN THE BID INVITATION.

Invoicing Standards

To facilitate payments from Texas Facilities Commission please follow the invoicing standards set forth below.

The invoice should include, but is not limited to including:

- (1) the vendor's mailing and e-mail (if applicable) address;
- (2) the vendor's telephone number;
- (3) the name and telephone number of a person designated by the vendor to answer questions regarding the invoice;
- (4) the state agency requisition number;
- (5) the state agency's name, agency number, and delivery address;
- (6) the commission's purchase order number, if applicable;
- (7) the contract number or other reference number if applicable;
- (8) a valid Texas Identification Number (TIN) issued by the Comptroller of Public Accounts;
- (9) a description of the goods or services, in sufficient detail to identify the order which relates to the invoice;
- (10) unit numbers corresponding to the original order; and
- (11) other relevant information supporting and explaining the payment requested or identifying a successor organization to an original vendor, if necessary.

FOB DESTINATION CASH DISCOUNT: 0% 0 DAYS.

TEXAS FACILITIES COMMISSION INTERNAL PURCHASING

PURCHASER: _____

Jordan, Michelle - CTCD,

(IN ACCORDANCE WITH YOUR BID, SUPPLIES MUST BE PLACED IN THE AGENCY RECEIVING ROOM IN DAYS FROM RECEIPT OF ORDER.)

STATE AND CITY SALES TAX EXEMPTION CERTIFICATE: The undersigned claims an exemption from taxes under Tex. Tax Code § 151.309 (1993), for purchase of tangible property described in this purchase order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

[.\(Show Terms And Conditions...\)](#)